

**STATE OF CALIFORNIA
UNDERGROUND STORAGE TANK CLEANUP FUND**

**REIMBURSEMENT
REQUEST
EXAMPLES**

**STATE WATER RESOURCES CONTROL BOARD
DIVISION OF FINANCIAL ASSISTANCE**

Mailing Address:

**STATE WATER RESOURCES CONTROL BOARD
UST CLEANUP FUND PROGRAM
P.O. BOX 944212
SACRAMENTO, CA 94244-2120**

Contact Fund at: 1-800-813-FUND(3863) or

Physical Address:

**STATE WATER RESOURCES CONTROL BOARD
UST CLEANUP FUND PROGRAM
1001 I STREET, 17th Floor
SACRAMENTO, CA 95814-2828**

www.swrcb.ca.gov/cwphome/ustcf

REVISED 06/02/02

TABLE OF CONTENTS
(Click on the page number to go to that page.)

EXAMPLE “INITIAL REIMBURSEMENT REQUEST” FORM FOR RR NO. 1	1
EXAMPLE “INITIAL REQUEST SPREADSHEET” FOR RR NO. 1	2
EXAMPLE “SECOND REQUEST FORM” FOR RR NO. 2	3
EXAMPLE “SECOND REQUEST SPREADSHEET” FOR RR NO. 2	4
EXAMPLE OF A NARRATIVE WORK DESCRIPTION	5
RECOMMENDED MINIMUM INVOICE COST BREAKDOWN	6
EXAMPLE OF AN INVOICE THAT MATCHES WORK PERFORMED	7
PAYMENT VERIFICATION	8

Example "Initial Reimbursement Request" form for RR No. 1
REIMBURSEMENT REQUEST - UNDERGROUND STORAGE TANK CLEANUP FUND

CLAIM NO: 111111

REGION: 12

REIMBURSEMENT NO: 1

CLAIMANT: Russ T. Tank

CO-PAYEE: None

JOINT CLAIMANT: None

**EXAMPLE OF INITIAL
REIMBURSEMENT REQUEST**

C/O: Guzzlers, Gassers, and Hogs

ATTN: Mighty Bighelp

MAILING ADDRESS: 42 Quicksand Rd
Big Plume, CA 99999

CONTAMINATED SITE: Lotta Gas Company

ADDRESS: 6777 Abattoir Rd
Big Plume, CA 99999

☐ CHECK HERE AND COMPLETE "ADDRESS CHANGE FORM" IF ADDRESS
HAS CHANGED <http://www.swrcb.ca.gov/cwphome/ustcf>

LETTER OF COMMITMENT: \$ 150,000

AMENDMENT NO: 0

PROJECT COSTS INCURRED TO DATE
(This Section to be completed by claimant)

**APPROVED FOR
PAYMENT (TO DATE)**
(State Use Only)

1. CORRECTIVE ACTION COSTS

*(Costs entered here must be cumulative,
Total-to-date, NOT INCREMENTAL.)*

\$ 66,820

\$

2. THIRD PARTY JUDGEMENT

\$

\$

3. ADJUSTMENT

\$ ()

\$ ()

4. DEDUCTIBLE (Subtract)

\$ (5,000)

\$ (5,000)

TOTAL

\$ 61,820

\$

CERTIFICATION:

I have read and agree with the "Conditions of Payments" (Exhibit I), listed on the reverse side of this document.

NOTE: This request CANNOT BE PROCESSED unless the "Conditions of Payments" are included on the reverse side when submitted.

The costs claimed have been incurred and have been paid or will be paid within thirty (30) days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board.

CLAIMANT SIGNATURE:

DATE:

STATE USE ONLY: APPROVAL FOR PAYMENTS

\$ _____ LESS \$ _____ = \$ _____
 Approved for Payment to Date Previous Payments Amount Due

Reviewed By: _____ Title: _____ Date: _____

Approved By: _____ Title: _____ Date: _____

REIMBURSEMENT REQUEST EXAMPLES UNDERGROUND STORAGE TANK CLEANUP FUND

Example "Initial Request Spreadsheet" for RR No. 1

-----S--A--M--P--L--E---INITIAL REQUEST-----												
SPREADSHEET												
Page 1 of 1												
Claimant: Russ T. Tank												
Claim No: 111111												
Request No: 1												
Region: 6												
		Invoice Information						Payment Verification				
#	Payee	Purpose	Invoice No.	Invoice Date	Invoice Amount	Amount Requested	Amount Ineligible	Eligible Third Party	Check No.	Check Date	Check Amount	Comments
Previous Total (Last Reimbursement)												
1	Claude Tester	Geotechnical Service	A-62	04/05/91	920.00	920.00	0.00		123	04/17/91	920.00	
2	Hugo Diggs	Well Drilling	7042	01/12/91	3,500.00	3,500.00	0.00		145	04/20/91	3,500.00	
3	Semore DeNiro	Consultant Billing	1062	04/25/91	5,600.00	5,600.00	0.00		156	05/15/91	5,600.00	
4	Mike R. Scops	Lab Analysis	614	05/02/91	1,100.00	1,100.00	0.00		167	06/12/91	500.00	
5	Mike R. Scops (payment only)											
6	Perry Mason	Legal Opinion	8290	05/03/91	600.00	0.00	600.00		170	07/05/91	600.00	
7	Crescent Rents	Backhoe Rental	22-89	05/11/91	2,700.00	2,700.00	0.00		NOT---	PAID---	YET---	
8	Semore DeNiro	Consultant Billing	1074	05/23/91	19,200.00	19,200.00	0.00		182	09/05/91	5,000.00	
9	Pete Moss, Inc.	Remedial Action	122	06/02/91	28,000.00	23,000.00	5,000.00		190	10/02/91	17,000.00	Tank removal \$5,000
10	Mike R. Scops	Lab Analysis	679	06/12/91	1,700.00	1,700.00	0.00		NOT---	PAID---	YET---	
11	Semore DeNiro	Consultant Billing	1143	06/21/91	9,200.00	9,100.00	100.00		NOT---	PAID---	YET---	Tank Removal inspection (\$100)
12	#											
13	#											
14	#											

Example "Second Request Form" for RR No. 2**REIMBURSEMENT REQUEST - UNDERGROUND STORAGE TANK CLEANUP FUND**

CLAIM NO: 111111 REGION: 12 REIMBURSEMENT NO: 2

CLAIMANT: Russ T. Tank

CO-PAYEE: None

JOINT CLAIMANT: None

**EXAMPLE OF SECOND
REIMBURSEMENT REQUEST**

C/O: Guzzlers, Gassers, and Hogs

ATTN: Mighty Bighelp

MAILING ADDRESS: 42 Quicksand Rd
Big Plume, CA 99999

CONTAMINATED SITE: Lotta Gas Company

ADDRESS: 6777 Abattoir Rd
Big Plume, CA 99999CHECK HERE AND COMPLETE "ADDRESS CHANGE FORM" IF ADDRESS
HAS CHANGED <http://www.swrcb.ca.gov/cwphome/ustcf>

LETTER OF COMMITMENT: \$ 150,000

AMENDMENT NO: 0

PROJECT COSTS INCURRED TO DATE
(This Section to be completed by claimant)**APPROVED FOR
PAYMENT (TO DATE)**
(State Use Only)**1. CORRECTIVE ACTION COSTS**(Costs entered here must be cumulative,
Total-to-date, NOT INCREMENTAL.)

\$ 91,140

\$

2. THIRD PARTY JUDGEMENT

\$

\$

3. ADJUSTMENT

\$ ()

\$ ()

4. DEDUCTIBLE (Subtract)

\$ (5,000)

\$ (5,000)

TOTAL

\$ 86,140

\$

CERTIFICATION:

I have read and agree with the "Conditions of Payments" (Exhibit I), listed on the reverse side of this document.

NOTE: This request CANNOT BE PROCESSED unless the "Conditions of Payments" are included on the reverse side when submitted.

The costs claimed have been incurred and have been paid or will be paid within thirty (30) days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board.

CLAIMANT SIGNATURE:

DATE:

STATE USE ONLY: APPROVAL FOR PAYMENTS\$ _____ LESS \$ _____ = \$ _____
Approved for Payment to Date Previous Payments Amount Due

Reviewed By: _____

Title: _____

Date: _____

Approved By: _____

Title: _____

Date: _____

Example "Second Request Spreadsheet" for RR No. 2

Claimant: Russ T. Tank		-----S--A--M--P--L--E--SECOND REQUEST-----										
Claim No: 111111		SPREADSHEET										
Request No: 2		Page 1 of 1										
Region: 6												
#	Payee	Purpose	Invoice Information			Amount Requested	Amount Ineligible	Eligible Third Party	Payment Verification			Comments
			Invoice No.	Invoice Date	Invoice Amount				Check No.	Check Date	Check Amount	
Previous Total (Last Reimbursement)						64,820.00						
1	Claude Tester (Prev. Ineligible/SWRCB)	Resubmittal as requested by SWRCB	A-62	04/05/91	0.00	920.00	-920	PREVIOUSLY SUBMITTED (Req #1)				Additional info submitted as requested.
2	Pete Moss, Inc. (Payment Only)								235	12/01/91	11,000.00	
3	Crescent Rents (Payment Only)								236	12/01/91	2,700.00	
4	Semore DeNiro (Payment Only)								237	12/01/91	23,400.00	
5	Mike R. Scope (Payment Only)								238	12/01/91	1,700.00	
6	Semore DeNiro	Consultant Billing #4	1272	07/30/91	8,600.00	8,600.00	0.00		NOT---	PAID---	YET---	
7	Semore DeNiro	Consultant Billing #5	1369	09/02/91	15,800.00	14,000.00	1,800.00		NOT---	PAID---	YET---	Permit fees (41,800)
8	Bury's Hardware	Visqueen	H22	12/07/91	500.00	500.00	0.00		240	12/15/91	500.00	
9	SWRCB	Local Oversight Prog	92-567	12/08/91	2,300.00	2,300.00	0.00		253	12/22/91	2,300.00	
10												
11												
12												
13												
14												
15												
TOTAL THIS PAGE					27,200.00	91,140.00	880.00	0.00			41,600.00	

NOTES

1. ASSUME THAT OF THE \$66,820 REQUESTED ON REQUEST NO. 1, THE FUND DETERMINED \$1,080 INELIGIBLE AND \$920 DISALLOWED PENDING ADDITIONAL DOCUMENTATION. THIS MEANS THAT THE ELIGIBLE AMOUNT FOR REQUEST NO. 1 WAS \$64,820 (\$66,820-\$1,080-\$920).
2. ENTER THE ELIGIBLE AMOUNT (\$64,820) AS "PREVIOUS TOTAL" IN THE COLUMN "AMOUNT REQUESTED".
3. LIST ANY COSTS THAT WERE DISALLOWED PENDING ADDITIONAL DOCUMENTATION ON REQUEST NO. 1 THAT YOU FEEL ARE NOW ELIGIBLE. IN THIS CASE ASSUME THAT THE COSTS INCURRED BY CLAUDE TESTER, \$920 WAS DISALLOWED ON REQUEST NO. 1. THIS COST IS NOW LISTED ON LINE 1, AS SHOWN ABOVE. BE SURE TO SUBMIT THE ADDITIONAL DOCUMENTATION TO SUPPORT THE COSTS.

YOUR INCURRED COSTS LISTED IN THIS COLUMN SHOULD BE ENTERED ON THE "REIMBURSEMENT REQUEST" FORM (TOTAL-TO-DATE AMOUNT)

4. LIST AMOUNTS THAT WERE INCURRED ON REQUEST NO. 1 (THAT YOU HAD NOT PAID) BUT ARE NOW PAID.
5. PROCEED WITH LISTING THE NEW INCURRED COSTS.

EXHIBIT 2C

(rev. 05/02)

UNDERGROUND STORAGE TANK CLEANUP FUND
EXAMPLE OF A NARRATIVE WORK DESCRIPTION

Three 10,000 gallon gasoline underground storage tanks (UST) were removed by Tank Removal Services, Inc. (TRS) from our site on July 10, 1992. It was obvious that one of the tanks had leaked and contaminated the soil. It was decided after talking with the local Health Department inspector that we should excavate the soil to see if the contamination could be removed. About 400 cubic yards of contaminated soil was excavated and stockpiled on-site by TRS between July 10 and 12, 1992. At this point it was clear that the contamination had spread further than anyone suspected because of a sandy layer of soil encountered at about 20 feet.

ABC Environmental was hired on August 10, 1992 to write a workplan for a soil and groundwater investigation and disposal of the soil already excavated. The workplan was approved by the County on September 1, 1992. After soliciting three written estimates, F & P EnviroSystems was given the contract on the investigation part of the workplan because they were the low bidder and had several good recommendations from previous clients.

Three estimates were also obtained for disposing of the contaminated stockpile of soil and backfilling the excavation with clean soil as the County wanted. Soil Remediation Contractors (SRC) submitted the low bid for loading/transporting and disposing of the soil and backfilling the excavation. SRC loaded and hauled the soil to Waste Management Landfill in Summit, CA between September 2 and 6, 1992. They also brought in 577 tons of clean sand backfill. The excavation was backfilled and compacted during the same time that the soil was being taken to the landfill.

F & P drilled three soil borings to 90 feet and two soil borings to 70 feet between October 9 and 12, 1992. The 90-foot borings were completed as 4-inch PVC groundwater monitoring wells (MW1-MW3) and one of the 70-foot borings was completed as a soil vapor extraction (SVE) well (VW1). Fifty-two soil samples were tested for TPHg/BTEX by Precision Chemical Laboratories (PCL). MW1-MW3 were developed October 15 and 16, 1992. Groundwater samples were taken from MW1-MW3 on October 20, 1992 and tested for TPHg/BTEX by PCL.

F & P submitted their final report to the County on November 27, 1992. Laboratory analyses showed that groundwater had not been impacted, but soil contamination existed to a depth of about 55 feet. F & P recommended drilling three additional borings to 75 feet because they had not fully defined the spread of the contamination in the northeast corner of the property and along the southern edge of the property. They also recommended that an SVE field pilot test be done so that they could design an SVE system.

F & P drilled three borings to 75 feet on January 5 and 6, 1993. Twenty-two soil samples were tested for TPHg/BTEX by PCL. An SVE field pilot test was conducted by VaporTech, Inc. on February 2, 1993 after getting three bids. F & P reported the results of the soil sampling and the pilot test to the County on March 11, 1993. F & P's report said that the entire plume of gasoline contamination had been defined. The report also included a corrective action plan (CAP) proposing SVE to clean up the soil. We are currently waiting for the CAP to be approved before obtaining three estimates for the SVE system.

* All of the work described in this document is fictitious; the names of the firms are not intended to refer to actual firms.

(rev. 05/02)

UNDERGROUND STORAGE TANK CLEANUP FUND
RECOMMENDED MINIMUM INVOICE COST BREAKDOWN

- I. Personnel
 - a. Name or initials of staff performing work.
 - b. Job classification or title and hourly rate.
 - c. Date and description of work performed.
 - 1. The reasons for meeting with governmental agencies should be stated on the invoice.
 - d. Hours charged for each task per day.
 - II. Contractor-owned Equipment
 - a. Description of equipment and purpose of use.
 - b. Hourly/daily rate plus mobilization costs.
 - c. Dates of use and number of hours/days charged.
 - d. Purchase price if bought specifically for the project. Provide cost justification for purchase over rental/lease.
 - III. Travel
 - a. Vehicle use.
 - 1. Rate per vehicle mile.
 - 2. Number of vehicle miles.
 - b. Name of individual(s) plus per-diem and other travel expenses if any.
 - c. Date and purpose of travel.
 - IV. Materials
 - a. Major items such as well installation materials, pumps, treatment systems, etc. should be listed by cost per item.
 - b. Minor items which are bulked together in a lump sum should be listed also.
 - V. Subcontractors, Rentals or Services Purchased by Contractor
 - a. Name and type of business.
 - b. Tasks performed and purpose of task.
 - c. Equipment used.
 - d. Subcontractor, rental or purchase invoice.
 - e. Surcharges should be explained if any.
- Note: For drilling work, the invoice should show the subcontractors equipment and manpower mobilization costs, and either the hourly or per foot rate. For excavation work, the invoice should show mobilization costs and hourly rates for equipment and manpower. For soil disposal, include the name, location, and landfill fees if disposed of at a landfill. For laboratory samples and analyses include the number of samples, type of analyses, and cost per sample/analysis. All invoices should show date work performed.
- VI. Permits
 - a. Type and date of permit.
 - b. Actual cost charged by regulatory agency.
 - c. Personnel time used to obtain permit (broken down as in (I.) above).
 - d. Total cost as charged to claimant.

(rev. 05/02)

UNDERGROUND STORAGE TANK CLEANUP FUND
EXAMPLE OF AN INVOICE THAT MATCHES WORK PERFORMED

Invoice Period: March 30, 1993 to April 30, 1993

Labor Billing Rates

<u>Name</u>	<u>Title</u>	<u>Rate</u>
P. Gonzales, PE	Principal Engineer	\$95.00/hr
R. Gibbs	Staff Geologist	\$60.00/hr
K. Yan	Technician	\$39.00/hr

TASK 1 – SUBSURFACE INVESTIGATION: Work during this period included writing a workplan, preparing permits for MW4, installing one-55' groundwater well (MW4), analyzing 7 soil samples from MW4 for TPHg/BTEX, sampling and analyzing groundwater samples from MW1-MW4 for TPHg/BTEX, surveying well head elevations, measuring depths to groundwater and preparing a final report of subsurface investigation activities.

Task 1 Labor:

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Principal Engineer	
1.2	3/29	Review and correct final report	
Subtotal – 1.2 hrs x \$95.00/hr =			\$114.00

Task 1 Expenses:

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Fee	City Well Permit for 1 monitoring well	\$225.00

TOTAL – TASK 1 \$339.00

TASK 2 – FREE PRODUCT RECOVERY: Work during this period included selecting equipment and designing a free product recovery system, installing a product recovery pump and product separator tank, starting and adjusting product recovery system and transporting/disposing of 247 gallons of free product to UseAgain Recycling, Inc.

Task 2 Labor:

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Technician	
5.4	3/13	Install separator and shutoff switch	
Subtotal – 5.4 hrs x \$39.00/hr =			\$210.60

Task 2 Expenses:

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Sub	UseAgain Recycling, Inc.	\$271.70

TOTAL – TASK 2 \$482.30

TASK 3 – AQUIFER PUMPING TEST: Work during this period included renting and temporarily installing pumping test equipment, conducting variable rate and constant rate pumping tests, analyzing pumping test data to determine aquifer coefficients and maximum sustainable pumping rate.

Task 3 Labor:

<u>Quantity</u>	<u>Date</u>	<u>Description</u>	
		Staff Geologist	
6.7	3/20	Record variable rate pumping test data	
Subtotal – 6.7 hrs x \$60.00/hr=\$402.00			

Task 3 Expenses:

<u>Type</u>	<u>Item</u>	<u>Cost</u>
Exp	Mileage (72 mi x \$0.40/mi)	\$28.80

TOTAL - TASK 3 \$430.80

(rev. 05/02)

UNDERGROUND STORAGE TANK CLEANUP FUND

PAYMENT VERIFICATION

The FUND can only reimburse claimants who have paid or will pay for costs claimed. In order to verify that the claimant pays all costs, proof of payment must be submitted. Canceled checks are the most desirable means of doing this. The following is some helpful information regarding canceled checks.

Canceled checks must show bank encoding in the lower right corner.

If the check exceeds invoice amount provide breakdown for all invoices paid by that check.

The canceled checks must clearly show that the claimant paid for the costs claimed.

Payment to vendors must be within 30 days of receipt of Fund monies.

Example of a canceled check

Rusty Tank P.O. Box 4444 Anywhere, CA 95555		10111
DATE: <u>03/31/00</u>		
PAY TO THE ORDER OF: <u>ABC Consultants Inc.</u>		2,248.47
<u>Two thousand two hundred forty-eight and 47/100</u>		<u>DOLLARS</u>
THE BANK 1234 MAIN ST. ANYTOWN, CA 95554		Bank Encoding
MEMO <u>Invoice #1</u>	<u>Rusty Tank</u>	
⑆121137807 ⑆ :1220 000152088 ⑆ :		: ⑆ 0000224847 ⑆

Cashiers Checks can be submitted as proof of payment if you do not want to wait for the bank to send your canceled checks. The cashiers check should identify the claimant's name as the purchaser AND the vendor receiving the cashiers check should provide documentation of receipt.